



**KOOTENAY ROCKIES TOURISM ASSOCIATION
IS HIRING A DESTINATION DEVELOPMENT COORDINATOR**

Kootenay Rockies Tourism Association (KRT) is a Regional Destination Management Organization that works on behalf of the tourism sector to support and advance the sustainable tourism economy. One of our strategies is to sustainably develop and market the tourism industry in southeastern British Columbia. KRT provides a critical link between the Ministry of Tourism, Arts, Culture and Sport, the Crown Corporation, Destination BC, municipalities, community DMOs, tourism businesses, Indigenous communities, and businesses as well as not-for-profit organizations that have a stake in the future of tourism in this region.

Destination Development & Stewardship focuses on long-term planning and implementation of strategic priorities relating to the long-term competitiveness and sustainability of the destination: settings, access, policies, infrastructure and investments, experience development, capabilities, skills and training, visitor services, strategic partnerships and more.

We are currently seeking a fulltime Destination Development Coordinator to deliver on the implementation of strategic priorities and key programs.

Specific Accountabilities/Deliverables:

Plan, develop, manage, and implement various destination development and stewardship projects on an ongoing basis

- Plan, coordinate and facilitate (virtual and in-person) meetings and complete and circulate meeting notes
- Communicate with regional partners on grants, funding programs and other opportunities
- Contributing leadership and ideas for the continued betterment of program design and delivery
- Assist other department team members with project coordination related to development and stewardship
- Draft briefing notes, request for proposals and other relevant documents
- Database management of stakeholders as needed in the department
- Help establish and maintain positive relationships with stakeholders and partners

Job Requirements:

- Post-secondary diploma is required in economic development, tourism, geography, or business management . A relevant combination of education and experience will also be considered;
- Substantive knowledge of the area Kootenay Rockies Tourism represents and the communities in the region;

- Good base of knowledge of the tourism sector in British Columbia;
- Knowledge and experience in grant writing and program applications;
- Strong knowledge and understanding of rural tourism and economic development;
- Strong computer skills including Customer Relationship Management (CRM), Outlook, Word, PowerPoint, Excel, Google Suite, Zoom, Asana;
- Demonstrated excellent communication skills both orally and in writing;
- Proven financial experience including the tracking and reporting of budgets;
- An attention to detail and good synthesizing and note-taking skills;
- The ability to manage time efficiently and meet deadlines under limited supervision.

KRT believes that our success depends on talented and committed employees to provide service to our clients. If you are passionate about contributing to the tourism industry and possess related post-secondary education and/or experience, then we invite you to apply for this position.

This is a permanent fulltime position at 37.5 hours per week reporting to the CEO. Position starts on February 14, 2022. Candidates must be a Canadian citizen or permanent resident to apply for this position.

Compensation is based on experience. Benefit package is negotiable for the successful candidate upon completion of a probationary term. Posting closes 5:00 PM MDT February 1, 2022

Please submit your application to accounting@kootenayrockies.com attaching a recent resume, cover letter and references.

Note: we thank all applicants in advance for their interest; however, only qualified candidates will be contacted for an interview. Kootenay Rockies Tourism Association is an inclusive employer. We encourage applications from all qualified candidates and will accommodate applicants' needs under the respective provincial human rights codes throughout all stages of the recruitment and selection process.